

# HEALTH AND WELLBEING NEW FOOD PREMISES ASSESSMENT

FORM VALID FROM 1 JULY 2023 TO 30 JUNE 2024



Please note that it is not a statutory requirement under the Food Act 1984 to submit floor plans for a new food premises layout. The City of Melbourne however strongly recommends that floor plans be submitted for assessment to ensure that any proposed works comply with the requirements of the Food Standards Code.

Council provides this service to assist businesses meet their legislative obligations when fitting-out food premises and to ensure that any additional works or changes are avoided post-construction, which is often a more costly and time consuming exercise and may delay granting of Food Act registration.

## ARE PLANS BEING SUBMITTED?

**Yes** Priority service plans assessed in 5 working days for fee of \$330. Please submit your plans via email to [health@melbourne.vic.gov.au](mailto:health@melbourne.vic.gov.au)

**Yes** Plans assessed in 15 working days. No fee applicable. Please submit your plans via email to [health@melbourne.vic.gov.au](mailto:health@melbourne.vic.gov.au)

**No** City of Melbourne will contact you to discuss your application. No fee applicable.

**No** Intending to operate out of established business/shared facilities, no fee applicable.

**No** Intending to operate out of established business/shared facilities and would like a 5 working day priority service on site assessment for a fee of \$330.

The 5 or 15 working day timeframe is for your plans (or the initial on site assessment) to be processed and assessed. This does not include the time taken to conduct prefinal and final inspections and approval of registration.

**Note:** The priority service will commence on receipt of payment

## APPLICANT DETAILS

Trading Name of Business

Applicants Name(s)

Address of Food Business

Applicants Postal Address

Postcode

ABN  Email

Phone  Mobile

Applicant involvement  Proprietor  Builder  Architect

Other (please specify)

Proprietor's Name

Proprietor's Phone No.  Email

Signature (applicant)

Print Name  Date

## OFFICE USE ONLY

Date Processed	PA -	S/EHO	DM#
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**PAYMENT DETAILS**

<b>This fee only applies to a priority service</b>	
Priority Service This fee is only for applications where plans are being submitted for assessment within 5 working days.	<b>\$330.00</b>

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**ONLINE PAYMENTS ARE HERE**

In order to provide you with a more secure and streamlined service, we have introduced online payments for this type of application.

Upon submission of your completed form, you will receive a payment link via email. Payment can then be made online by credit card only.

Once payment is received your application will progress.

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**FURTHER INFORMATION**

Telephone enquiries: (03) 9658 8831

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**MAIL**

Health and Wellbeing Branch  
City of Melbourne  
GPO Box 1603  
Melbourne VIC 3001

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**EMAIL**

[health@melbourne.vic.gov.au](mailto:health@melbourne.vic.gov.au)

This information is collected under the requirements of the Food Act 1984/ Public Health and Wellbeing Act 2008 for enforcement and public health purposes. It may be provided to the Department of Health & Human Services (DHHS) for the same purposes, and for statistical purposes related to the application of the Acts. It will be treated in compliance with the Privacy and Data Protection Act 2014 (PDPA) and the Information Privacy Principles contained in Schedule 1 of the PDPA. It will also be used to contact you concerning food safety initiatives, education and training provided by the City of Melbourne. Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information and will not disclose it to any external agencies unless required or authorised by law.

For details of external organisations to whom this personal information may be disclosed and to find out how to access or modify any personal information you have supplied please see Council's Privacy Policy Statement at [melbourne.vic.gov.au](http://melbourne.vic.gov.au)